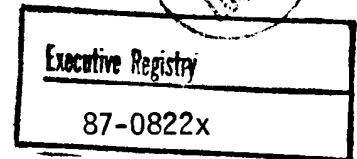



**FEDERAL RETIREMENT  
THRIFT INVESTMENT BOARD**  
Benjamin Franklin Station, P.O. Box 511  
Washington, DC 20044



February 19, 1987

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: FRANCIS X. CAVANAUGH  
EXECUTIVE DIRECTOR   
SUBJECT: Distribution of Thrift Savings Plan Materials  
to Federal Employees

The purpose of this memorandum is to advise agencies of the need to redouble their efforts to ensure timely distribution to Federal employees of the first open season booklet, "Thrift Savings Plan for Federal Employees" and forms for employees to elect into the Plan. Delays in certain shipments from the printing facilities make it imperative that agency distribution to employees be accomplished as soon as possible.

Virtually all materials are in the distribution stream. We are contacting the personnel offices associated with the approximately 125 agency receiving points to identify those locations where booklets and forms have not yet arrived. We are working with the printer and shippers to expedite those deliveries.

Your assistance in the distribution effort is requested in two areas. First, please notify us when the materials arrive so we may focus our distribution efforts elsewhere. Second, we urge you to review your redistribution plan to ensure that employees receive the booklets promptly. If you receive the booklets before the forms we urge you to distribute the booklets immediately, so that employees may familiarize themselves with the Thrift Savings Plan, and distribute the forms later as you receive them.

To ensure that employees have sufficient opportunity to complete election forms, have them accepted by employing offices, and made effective the first pay period in April, employees are urged to submit their election forms generally during the month of March. Employees who, for whatever reason, do not have a participation election effective the first pay period in April will not receive the full value of the special "catch-up" financial benefits available to enrollees during the first months of the program. You are encouraged to take whatever steps necessary to allow employees to participate at the earliest possible date.

Please contact Mr. Strat Valakis of my staff on (202) 653-5715 with any information concerning receipt of materials.